

NIH DAY CARE BOARD MEETING MINUTES

February 24, 2000

Executive Plaza North / Conference Room J

10:00 a.m. to 12:00 p.m.

Attendees: Deborah Henken, Sharice Abdillahi, Kim Plascjack, Barbara Thomas, Gerald Hines, Pamela Jenkins, David Lankford, Wendy Thompson, Tracy Rankin, Lee Ettman, Mary Haas

Guests: Mike Friedman/CIT, Elise Bowman/POPI Parent Board, Elise Kohn/WSA, Clarence Dukes/DES

I. Approval of Minutes: Minutes from the November 18, 1999 meeting were approved through electronic voting by members via e-mail. Minutes from the January 13 meeting were reviewed and approved by the Board.

II. Introductions: Guests were welcomed to the meeting.

III. Center Reports:

ChildKind, Inc.

- Center is currently fully enrolled.
- Awaiting installation of the new play shades scheduled for April.
- The center is planning to close for a Professional Day either in mid-May or early June to conduct staff training.
- Since the installation of the new ceiling diffusers and sensor thermostats, there has been a tremendous improvement in the air flow within the center.

Parents Of Preschoolers, Inc. (POPI)

- The entire staff completed their CPR training February 23.
- The center had a Chinese New Year party with a parade and the children sang songs in Chinese. Throughout the week parents came to the center and prepared an assortment of Chinese meals and told stories.
- A copy of the NIH Record with a picture of the children who sang at NIH's ceremony honoring Martin Luther King, Jr. was shared with the Board.
- Clarence D. indicated that DES anticipates groundbreaking this Spring for the new day care center adjacent to Building 45 (Natcher).
 - Debbie H. inquired if a Ground-Breaking Ceremony was being planned. A ceremony would help to promote the visibility of the NIH Child Care Programs.
 - Gerald H. and Pamela J will explore arrangements for a ceremony.

Executive Child Development Center (ECDC)

- There were no representatives from ECDC to provide a center report.

IV. Updates:

Fried & Sher Management Assessment:

- Due to a medical condition, Helen Stein (Fried & Sher) was unable to attend this meeting.
- Copies of the Child Care Center Management Study Final Report were provided to Stephen Ficca, Associate Director, Office of Research Services (ORS), DSFM and Debbie H. for review. The report made several recommendations. Recommendations were categorized based upon the amount of time required for implementation as either short-term or long-term. Procedures for implementing the following recommendations have started:
 - Hiring of the Child Care Program Specialist (CCPS) (short-term) – Gerald H. informed the Board that he has been working with the ORS Personnel Office in finalizing and completing the recruitment packet. The announcement will be advertised the first part of March. It will be advertised for 4 weeks and will be offered as all-sources with special sources also identified. A copy of the final position description will be distributed to members.
 - Kim P. suggested that the Board prepare an orientation/introduction plan that can be provided to the CCPS to familiarize themselves with the NIH Day Care Programs.
 - Future NIH Day Care Programs Activities (long-term) – Oversight responsibilities of this program will be shifted from DSFM, and placed directly under ORS. The CCPS will initially work with DSFM until this transition occurs.

Coordination Efforts:

GSA FPS Inter-Agency Agreement:

- The agreement has been signed off by both GSA and NIH. Due to the current problems FPS is experiencing with the newly installed software that interfaces with FBI's database, Pamela J. indicated that she would attempt to schedule a meeting sometime in April once FPS has had enough time to process all pending criminal background checks.

Staff Training Issues:

- Sharice A. informed members that the Building 31 User Resource Center (URC) has a selection of self-tutorial computer programs available to contractors (Center Directors and staff included) free of charge. Contractors must bring their NIH ID badges with them to the URC.
 - Mike Friedman informed the Center Directors that if they need help in troubleshooting problems with their computers, they can call GO-CIT to obtain assistance.

Unified Wait List:

- Discussion was postponed until the next meeting.

Access to Clinical Center Efforts:

- Discussion was postponed until the next meeting.

V. Chair Activities:

- Debbie H. recently met with the Fellows Association to discuss child care. They expressed two major concerns; the first was affordability and the second was obtaining information about child care services prior to arriving at NIH.

VI. Round Robin:

- Debbie H. share an article titled “Master Plan Modification” that was printed in the ORS “News: to Use!” newsletter, which has identified a future site located near the new Building 10 Clinical Research Center for another child care center. Clarence D. indicated that this facility is the Northwest Day Care Center as shown in the NIH Master Plan.
 - The Board would like to ensure that this facility is designed to permanently house the occupants of ChildKind, Inc.
 - A meeting will be scheduled by Clarence D. to discuss the Buildings and Facilities Program and what kind of information and statistical data the Board should consider obtaining to justify having ChildKind, Inc. permanently housed in the new facility. Clarence D. will also explain how this information is used in developing the Program of Requirements. Debbie H., Sharice A., Barbara T. and Tracy R. will attend this meeting.
 - Debbie H. will prepare a letter to Clarence D. on the Board’s behalf expressing their desire to have NIH strongly consider permanently housing ChildKind, Inc. in the new facility.
- Barbara T. asked the Board if there is a mechanism in place that employees can use to put before tax dollars away for child care.
 - David L. will investigate if there has been a change in the Federal benefits offered.
- Wendy T. informed the Board of the upcoming March 9 seminar titled “Summer Child Care Options”
- Pamela J. will prepare an e-mail message soliciting volunteers to join the Day Care Board an attempt to have it placed on the NIH LISTSERV.
- David L. suggested contacting Mr. Bob Ostrowski, Deputy Director, Division of Safety, to find out if the child care workers can obtain their flu shots from NIH.

VII. Meeting was adjourned at 11:30 AM.

VIII. Next meeting has been scheduled for April 6, 2000 at Building 45 / Conf. Rm. B.

Prepared by:
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March 13, 2000
Revised by:
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March 31, 2000